



# WASHINGTON STATE SENATE MAJORITY COALITION CAUCUS

## 2018 SESSION AIDE: Member Office

<b><u>Summary:</u></b>	Full time 8AM-5PM Monday -Friday, session-only position (Jan – Early March, 2018).
<b><u>Mission Statement:</u></b>	To provide the highest quality office support to the member and the member's Legislative Assistant to successfully fulfill the obligations of the members elected position.
<b><u>Compensation:</u></b>	Salary \$2661/month. Benefits are not offered.
<b><u>Reports to:</u></b>	Member and Legislative Assistant
<b><u>Typical Work:</u></b>	Answer multi-line phone; greet and direct office visitors; open and sort mail; assist Legislative Assistant in maintaining member's schedule; respond to e-mail inquiries as directed by the Legislative Assistant; communicate with constituents on case work and legislation; track progression of member's bills through the legislative process, including following-up on committee hearings; prepare and maintain bill files; conduct research to respond appropriately to constituents' inquiries and follow each through to conclusion; perform other work as required.
<b><u>Knowledge of:</u></b>	Legislative process; general office practices and decorum.
<b><u>Ability to:</u></b>	Exercise professional judgment and discretion, maintain confidentiality; communicate effectively, both orally and in writing; work cooperatively under the direction of elected member and Legislative Assistant.
<b><u>Experience:</u></b>	<b>One year</b> of office/administrative experience or one year of post high-school education and one year of experience. OR Acceptable education, experience, and knowledge as determined by the Chief of Staff in consultation with the Secretary of the Senate.

**Majority Coalition Caucus/ Member Session Aide** please submit your **resume and a letter of interest** via e-mail to [james.martin@leg.wa.gov](mailto:james.martin@leg.wa.gov) or you may send a copy to:

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Senate Republican Caucus  
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**DEADLINE: Monday December 15, 2017**

The Washington State Senate is an equal opportunity employer.